

SCHOOL DESCRIPTION AND MISSION STATEMENT

The Sutter Middle School staff has established high academic and behavior standards for all students. We are proud to have a diverse student body and strive to maintain an environment where differences are valued and honored, and where all students feel that they are safe and welcome.

Our vision is to challenge students with a rigorous academic program and provide ample opportunities for them to flourish in the classroom, on the field, and in the community.

Our mission is to create an academic environment where every classroom is focused on learning so that every Sutter Miner has the opportunity to be successful in high school, in college, and in their career. Students will be able to critically think, problem solve, work collaboratively, write proficiently, and possess skills necessary for success in the 21st Century. We have created the school motto, Miners C.A.R.E. around our vision and mission to focus our efforts around our core values of collaboration, achievement, relationships, and environment.

GENERAL INFORMATION

STUDENT IDENTIFICATION CARDS

Student identification cards will be issued to all students to be used for entrance into student activities and to check out library books. If lost, students should go to the main office for a replacement at a cost of \$5.00.

EMERGENCY CARDS

An emergency card is distributed to each student during the first week of school. Students occasionally are severely injured or experience extreme health problems, and it is imperative we have accurate information in order to obtain proper health services. City schools provide only **limited** health services.

The cards should be filled out completely, giving the school as many names and phone numbers of relatives as possible in the event an emergency. If the information on the card needs to be changed, notify the attendance office (395-5371).

LOCKERS

Hall lockers will be assigned to students prior to the beginning of the school year. Students must use a combination lock and provide the office with their combination code.

Your P.E. teacher will assign your gym locker. Keep these lockers neat and clean and learn your combinations as quickly as possible. **Key locks are not to be used and will be cut off at the student's expense.** Do **not** share your combinations with anyone. Locks or lockers should not be switched without notifying Ms. Brown in room 102. If you have a problem, report it to Ms. Brown in room 102 or your P.E. teacher.

If you would like to share a locker with a friend, both you and your friend need to talk with Ms. Brown to start the contract process.

PROGRAM CHANGES

All schedule changes **must** be discussed with the teacher involved and can be requested through the school counselors. Schedule changes will occur for programmatic reasons, such as special program placement (i.e. special education, G.A.T.E., or for reasons deemed appropriate by school administrators).

LIBRARY-MEDIA SERVICES

The school library is open most days from 7:30 a.m – 3:30 p.m. A student ID card is required to borrow items from the library and those items must be returned in good condition and by the date due.

Students may check out two books from the library at one time. If a student loses or damages a book, he/she is responsible for replacing the book and library privileges may be revoked.

TEXTBOOKS

1. All books must be covered with strong paper or a book cover **immediately**.
2. Books are provided, but you will be held strictly accountable for them. Students will check books out from the library at the beginning of school.
3. Books must be returned at the end of the year in good condition. You will be charged for lost, stolen, or damaged books.
4. Students will be directed to write the date issued and their teacher's name in the stamped area on the inside front cover of the textbook. No other writing should appear on or in the textbook.

STUDENT USE OF TECHNOLOGY

The SCUSD Governing Board recognizes that technology provides ways to access the most current and extensive sources of information. Technology enables students to practice skills and to develop reasoning and problem-solving abilities, as well as supports improved academic achievement.

Use of school computers and access to the Internet is a privilege and will only be used for school-related education and research. Students are expected to follow the directions of school staff and abide by the rules of the school and school district. If students fail to follow the rules, they will be disciplined and may lose their computer privileges.

Students must abide by the following technology rules:

- a) Handle all equipment with care and only with permission.
- b) Any type of food, drink, or gum is not allowed in the library, in classrooms using mobile technology equipment, or near any computers at any time.
- c) Protect your password. Do not allow anyone else to use your password and do not use anyone else's password.
- d) Do not alter the log-in screen or desktop screen-saver or any other settings on any school devices.
- e) Never vandalize or copy computer data, including copyright protected material (plagiarism) or other students' assignments.
- f) Students will only visit websites that are appropriate and that pertain to their class work.
- g) Students will be responsible, appropriate, legal and ethical users of technology.

STUDENT SERVICES

Counseling services are available. The school counselors have offices located in room 102 and in the main office. Students who are facing difficulties and conflict in their lives can also speak with any staff member who will then refer the student for services. Counselors are also available to help parents and students navigate high school options and the high school specialty application process.

SECTION 504 ACCOMMODATIONS/SPECIAL EDUCATION SERVICES

The SCUSD Board recognizes the need to identify and evaluate students with disabilities in order to provide them with a free, appropriate public education. Under Section 504 of the federal Rehabilitation Act of 1973, individuals with a physical or mental impairment that substantially limits one or more major life activities, including learning, are eligible to receive services and aids designed to meet their needs as adequately as the needs of nondisabled students are met. Parents' Rights are available upon request in the office or you can refer to our website for the Notice of Parents Rights and further information.

HOMEWORK

Homework is an important part of the instructional program that will affect the student's overall grade. When it is properly implemented, students will develop regular study habits and self-discipline basic to effective study and independent work. Parents/guardians are encouraged to check with students daily regarding homework completion.

TUTORING

Study hall is available Monday-Thursday before and after school. In addition, individual teachers offer tutoring before school, during lunch, and after school, as outlined in their syllabus.

INFINITE CAMPUS

Parents and students now have access to our on-line grading system. Student grades and assignments are all accessible on a real-time basis via the internet. You may contact the main office for assistance with Infinite Campus.

PARENT/TEACHER/STUDENT CONFERENCES

Interdisciplinary teaching teams are available for parent conferences on **Tuesdays** after school. Prior to requesting a conference, parents are encouraged to monitor student grades on Infinite Campus, monitor homework, and communicate with teachers; students are required to attend tutoring and show effective use of student planner. Conference times are reserved for students struggling in more than one area. Please call your student's counselor to schedule a meeting.

LOST AND FOUND

Lost and found articles may be turned in or claimed in the main office. If you find an article not belonging to you, you must turn it in to the office or **face disciplinary action for being in possession of lost or stolen property.**

Items not claimed after a reasonable period of time will be sent to the PTA Clothes Closet.

If you find money, turn it in to the main office. Your name will be recorded and if the money is not claimed within two weeks, it will be given to you.

STUDENT ACTIVITIES

Your student ID card is required for admittance to certain school activities. Only Sutter Middle School students are allowed to attend student activity events.

GUIDELINES FOR STUDENT PARTICIPATION IN EXTRACURRICULAR ACTIVITIES

Students receiving any school suspension or excessive behavior infractions may not be allowed to participate in extracurricular activities (including dances, sports, etc.) for a length of time at the discretion of administration.

SPORTS PARTICIPATION

Students considering participating in any team sports must have a physical form, team participation form, and concussion form on file in the office before they will be allowed to try out.

AWARDS

Awards and recognition serve an important function at Sutter. Opportunities for recognition will occur on a monthly basis to recognize students of the month and at the end of the year awards ceremony. Students at Sutter are appreciated for their academic achievement, school involvement, and positive actions.

8th GRADE END OF THE YEAR ACTIVITIES

Participation in the end of the year activities for 8th graders such as the ceremony, dance, theme park trip, etc. is a privilege earned in recognition and celebration of student achievement; students are expected to achieve minimal standards in attendance, academics, and behavior.

These standards are:

- No more than 1 “F” grade in the 4th quarter
- No suspensions in the 4th quarter
- No excessive referrals or other major behavior infractions during their 8th grade school year
- No outstanding bills for lost or damaged textbooks, library books, or materials

Any revisions to this policy will be communicated to students during the year if need be and are up to administrative discretion.

7th GRADE END OF THE YEAR ACTIVITIES

In order for 7th graders to be able to participate in the end of the year activities such as the 7th grade picnic, etc. they may not have any suspensions in the 4th quarter, excessive referrals, or other major behavior infractions (up to administrative discretion).

ATTENDANCE

In order for Sutter students to be successful, it is important to **attend school every day** unless they are ill. It is the parents'/guardians' responsibility that students attend school on time every day. School district policy and state law require daily school attendance for students between ages 6 and 18. Students shall be classified as truant if they are absent from school without valid excuse for three full days in one school year or tardy for more than any 30-minute period during the school day without valid excuse on three occasions in one school year, or any combinations thereof. Subsequent reports of truancy will lead to students being classified as a habitual truant. Such students and their parents are subject to a SART meeting to create attendance intervention strategies aimed at improving student

attendance. Students who violate attendance contracts created at SART meetings are subject to SARB hearings, which may result in school removal or referral to Truancy Court. For more information on attendance, including explanations of excused vs. unexcused absences, please reference the district's publication of Annual Parent and Student Rights Notification and Standards of Behavior or call Sutter's attendance office at 395-5371.

All absences/tardies must be verified as soon as possible by the parent/guardian by calling the attendance office at 395-5371, e-mailing Tracy-Feickert@scusd.edu, or bringing in a note including the absence date(s), reason for absence and a parent/guardian signature. It is the returning student's responsibility to obtain and complete the make-up work.

EARLY DISMISSAL

Pre-arranged early dismissals are the most efficient and preferred way to pick up students during the school day. Whenever possible, please allow thirty minutes for processing. **Only persons listed on emergency card can authorize student's release from school.**

1. Parents/guardians can call the attendance office at (916) 395-5371 to request an early dismissal.
2. Students can bring a note from their parent/guardian to the attendance office before school starts to request an early dismissal.
3. Parents/guardians can email Tracy-Feickert@scusd.edu or send a Webform through the Sutter website thirty minutes prior to requested release time.
4. If an early dismissal is not pre-arranged, parents/guardians can come to the attendance office and request that their student be released. Please understand that students in their PE class or in testing situations will require additional time.
5. In the event a student is ill and needs to go home, they should check in with their teacher and request a pass to the Assistant Principal's office to call their parent/guardian. When the parent/guardian arrives they can check the student out from the attendance office.

If the student returns to school after being released with an early dismissal, they should check back in with the attendance office to be readmitted.

TARDINESS

Repeated tardiness in the classroom reduces the amount of time for teaching and learning, is disruptive to the school environment, is disrespectful to other students who are ready for the classroom lesson, and reveals a lack of responsibility on the part of the tardy student. Students with excessive tardies may be restricted from participating in school related activities and be subject to disciplinary action. You will be considered tardy to class if you are not **in the classroom by the time the bell rings**. If a student arrives late to school (after 8:18 am), they must check in to the attendance office prior to going to class.

SCHOOL RULES AND REGULATIONS

CLOSED CAMPUS

For the safety and welfare of students and staff, Sutter Middle School has a closed campus. Once a student arrives on campus, the student is prohibited from leaving campus (including the morning before school starts). **Students may not leave campus for any reason without an early dismissal.**

VISITORS TO SCHOOL

Parents and guardians are always welcome and are encouraged to visit the school. It is important that we have your assistance in observing some guidelines in setting up a classroom visitation. All parents

and visitors to Sutter Middle School **MUST** report directly to the office to sign in and obtain a visitor's pass. If a parent wishes to speak to a teacher, an appointment should be made ahead of time. All teachers will be notified of your visit prior to sending you to the classroom. We appreciate your support in the educational process of your child and encourage parents to become actively involved as long as their presence does not interfere with the educational process.

BICYCLES/SKATEBOARDS

Bicycles/skateboards are acceptable means of transportation to and from school. Care must be taken to secure bikes and boards in the bike rack area on the school grounds. Each bike and board should be locked separately to the rack prior to the school day. (Each bike must have its own lock.) Bikes are not to be ridden on school grounds. The school assumes no responsibility for lost, stolen, or damaged bicycles or boards.

STUDENT BEHAVIOR

Every student is expected to:

- Attend school punctually and regularly.
- Demonstrate appropriate school behavior.
- Obey promptly all the directions of staff members and others in authority.
- Refrain from disruptive or dangerous behavior.
- Show respect for people and property.
- Complete all assigned schoolwork and maintain standards of academic honesty.

CONDUCT TO AND FROM SCHOOL

By provision of the California Education Code, students are responsible to school administrators and teachers for their behavior to and from school, including on city or district busses, and on school grounds. Misbehavior on the bus may result in bus privileges being revoked and school discipline, including suspension.

CONDUCT OUTSIDE OF CLASSROOM

Students must refrain from yelling, screaming, shouting, whistling, any body contact, horseplay, and running in the halls. Students are expected to conduct themselves in an acceptable fashion at all times.

SUTTER DRESS CODE

Sutter students are expected to wear clothing appropriate for a school setting. Any clothing deemed inappropriate or a distraction to a positive learning environment (including clothes that are too revealing) by the school administration will not be tolerated. **If you are unsure, don't wear it.**

Clothes which are considered inappropriate are listed below:

- Shirts/tops exposing the midriff, bras or cleavage. Tops must completely cover midriff when arms are raised above head.
- Revealing shorts/skirts or inappropriate or excessive torn/ripped clothing.
- Clothing that is not aligned with school and district policies, including profanity, obscenities, references to drugs or alcohol, gang related attire, or sexually suggestive/racially offensive messages.
- Sunglasses
- Sagging pants
- Slippers/ Pajamas/Bare Feet

* Sutter hats may only be worn outside. Hoods are permitted outside only and during cold weather.

Appropriate measures will be taken to rectify violations of the dress code, including:

- Contact parent/guardian to bring a change of clothes to school
- Sending the student home to change
- Detaining student in the detention room
- Repeat offenders will face additional disciplinary consequences

The following items are not to be out during class or passing period:

Electronic devices, hair spray, skateboards, body spray, games, or large sums of money.

Note: Personal speakers are not allowed at any time on campus.

* Cell phones and other electronic devices may be used before school, at lunch, and after school ONLY. They must be turned off and out of sight during the school day. Violations of this policy may result in confiscation. Confiscated items will be returned when parents contact the school.

It is recommended that these items be left at home. Sutter is not responsible for lost or stolen items. Anything of value should not be brought to school except in special cases with prior administrative approval.

CAFETERIA/SNACK BAR AND LUNCH BEHAVIOR

Students may bring their lunch to school, buy all or part of their lunch in the cafeteria, or make a purchase at the snack bar or one of the snack carts.

Students are responsible for keeping our campus litter-free during lunch and abiding by the following rules:

1. Students are to **stay on campus during lunch.**
2. Students must have a pass to be in the building during lunch.
3. Students may not cut in line or save spaces.
4. Food must be consumed in the cafeteria, the quad area, or other designated areas.
5. When finished eating, students are to clear their table of litter.
6. Off limit areas for students during lunch include behind portable buildings and any other area not supervised by an adult.

DISCIPLINE PROCEDURES

The important part of the philosophy of education of Sutter Middle School is that all students should be provided with every opportunity to fully experience worthwhile learning. The maintenance of good school discipline is an important part of the educational process and is necessary to reaching our goal of meaningful learning experiences. If behavior concerns arise, a progressive sequence of interventions will be used to make a positive change in behavior. Ongoing minor infractions by the same student or serious infractions merit disciplinary action that begins at a higher level. The administration will determine which action to take by considering a number of factors, and base their decision on what they believe to be in the best interest of students and their ability to provide a safe and productive learning environment.

Individual classroom discipline policies will be covered by the students' teachers during the first week of school. The progressive discipline policy may include classroom warning, parent conference, teacher assigned detention, office discipline referral, administrative detention, teacher class suspension, in house suspension, administrative suspension, school site behavior contract, schedule change, modified schedule, restrictions of attendance at assemblies, field trips, dances and other school activities and events, independent study, district behavior hearing, or expulsion.

Detentions are to be served during lunch or after school. Staff may keep a student after school for counseling or discipline. If after school detention is to exceed 15 minutes, the student will have the option of serving that day or the following day.

During periods of out of school suspension, a student is not allowed to attend school, to be on campus, to attend a school activity, or be on or near any other school campus. Students who have been suspended from school may not be allowed to attend any extracurricular school events, such as dances, field trips or athletic events.

Students need to know and be held accountable for the rules and regulations in order to avoid the causes of disciplinary action. For students' guidance and information, the most common causes for disciplinary action are listed and explained.

Minor Violations

Violations of a minor but annoying nature that disrupt the educational atmosphere of the classroom, such as, but not limited to, violating class rules and/or making disruptive comments may be reason for a behavior referral. These violations will be handled at the classroom level first.

Discipline detention, given by the principal or assistant principal, may be used in an effort to prevent students from getting into further difficulties. An accumulation of minor violations constitutes a major violation.

Examples of Minor Violations

1. Inappropriate class behavior.
2. Tampering with property of school district or others.
3. Being present in unauthorized area.
4. Loitering in restrooms or on campus without an apparent lawful purpose.
5. Gambling, wagering or being present during these activities.
6. Selling any items for personal profit.
7. School dress code violation.
8. Other violations of laws and regulations pertaining to students.
9. Chewing gum on campus.
10. Public displays of affection (no kissing or long embraces).

Major Violations

Major violations are those violations that are severe enough to require an administrator's immediate attention. Offenses and punishments for major offenses shall be cumulative through two years of middle school. Consequences and interventions will vary depending on type of violation and are up to administrative discretion.

Examples of Major Violations

1. Bullying (including cyberbullying)
2. Inappropriate use of technology or electronic devices. This includes, but is not limited to: leaving harassing phone messages or texting/posting inappropriate/disparaging comments; taking/sharing inappropriate pictures; taking pictures of tests/work; videotaping inappropriate actions.

3. Cheating (Examples of this may include, but is not limited to: using a cheat sheet; students giving/receiving answers to/from others; using another student's work; plagiarizing; text messaging on cell phones) Note: Cheating will result in academic consequences and may lead to an administrative response.
4. Forgery, or altering school passes, re-admits, or other school correspondence.
5. Possession, use, sale or otherwise furnishing, or being under the influence of alcohol, drugs, or a controlled substance.
6. Theft or possession of stolen property-restitution will be required.
7. Engaging in fighting of any kind or assault and battery upon another person.
8. Students who posture or "square up" to fight, as well as onlookers, are subject to discipline and suspension. Students who videotape or post student confrontations online, or who perpetuate conflicts by spreading rumors or gossip are also subject to discipline and suspension. "Rough housing" or "Horseplay" can cause serious injury and are also strictly prohibited and may also result in suspension.
9. Willful damage to property – graffiti, cutting, defacing, or otherwise injuring any school district property, or the malicious injury or destruction of another person's property.
10. Threatening, intimidating, and menacing any other person. Threatening or intimidating school personnel may result in a recommendation for expulsion on the first offense, and requires mandatory notification of law enforcement agencies.
11. Overt act of defiance, disrespect, or disobedience either in language or in actions against school personnel, or refusing to comply with the reasonable requests or order of school personnel.
12. Habitual use of profane or indecent language, either verbally or in writing.
13. Possession or use of firecrackers or other fireworks.
NOTE: Fireworks or firecrackers may be classified as weapons and a recommendation for expulsion may be made on the first offense.
14. Insulting or abusing school personnel.
15. Willful disruption of the school, or interfering with the peaceful conduct of the activities of the school.
16. Any videotaping of student misconduct
17. Committing any act that injures, degrades, or disgraces any other person attending the school. This includes harassment for sexual, racial, religious, or other reasons.
18. Leaving the school campus without authorization. This includes before school.
19. Smoking or possession of tobacco or related products including, but not limited to, vapor pens, e-cigarettes, e-hookahs, matches, or a lighter.
20. Failure to identify oneself or giving false information to school personnel.
21. Fire-setting or attempted fire setting including the activation of false alarms or tampering with emergency equipment.

NOTE: Law enforcement agencies shall be notified at the discretion of the administration.

Accumulated Major Violations

An accumulation of major behavior referrals that requires school suspension for a total of 10 school days will result in an automatic referral to the District Hearing Office for final interventions.

District Behavior Hearing

A hearing may be called when all the school interventions have been exhausted without success. Possible results of the hearing may include an adjustment transfer to another middle school or behavior contract.

EXPULSION

Expulsion proceedings are reserved for the most serious infractions and are in accordance with Education Code Section 48900 and Section 48915. A student who is expelled is prevented from attending any school in the Sacramento City Unified School District up to a full school year. The Board of Education must directly approve of the expulsion.

CAUSES FOR MANDATORY RECOMMENDATIONS OF BEHAVIOR HEARING OR EXPULSION

1. Causing serious physical injury
2. Possession of a knife, explosive, or other dangerous objects.
3. Possession of drugs
4. Robbery or extortion
5. Assault or battery on a school employee

CAUSES FOR MANDATORY EXPULSION

1. Possession of a firearm
2. Brandishing a knife
3. Sale of drugs
4. Sexual assault/sexual battery

NON-DISCRIMINATION

The Sacramento City Unified School District and Sutter Middle School are fully committed in all of their activities, policies, programs, and procedures to provide equal opportunity for all students and employees to avoid discrimination against a person regardless of race, sex, religion, color, national origin, disability, marital status, or age.

TITLE IX REGULATION

In compliance with the Title IX of education amendments of 1972, the Sacramento City Unified School District and Sutter Middle School do not discriminate on the basis of sex in the admission of students to school programs, in their education programs or activities or in the recruitment and employment of personnel.

SEXUAL HARASSMENT

Sexual harassment violates federal and state law as well as the SCUSD Board Policies and Administrative Regulations- 4119.11(a) and 5147.7(a). By definition, “sexual harassment includes, but is not limited to, unwelcome sexual advances, requests for sexual favors, or other verbal, visual or physical conduct of a sexual nature...” The Board prohibits the unlawful sexual harassment of any student by an employee, student, or other person at school or at any school related activity. Examples of types of conduct which may constitute sexual harassment include, but are not limited to: unwelcome leering, sexual flirtations or propositions; sexual slurs, derogatory comments, or sexually degrading descriptions; graphic verbal comments about an individual’s body; sexual jokes, notes, drawings, pictures, or gestures; spreading sexual rumors; touching an individual’s body or clothes in a sexual way.

Any student who engages in the sexual harassment of anyone at school or a school-related activity shall be subject to disciplinary action. Employees who permit or engage in sexual harassment may be subject to disciplinary action up to and including dismissal. Violations can be reported to the site administrator for initial attempts at resolution, or the District Title IX Compliance Coordinator.

BULLYING PREVENTION PLAN

DEFINITION OF BULLYING

Bullying is a pattern of aggressive, intentional or deliberately hostile behavior that occurs repeatedly and has an imbalance of power. Bullying behaviors normally fall into three categories, physical, emotional, and verbal; and may include, but are not limited to, intimidation, assault; extortion; oral or written threats; teasing; exclusion; putdowns; name-calling; threatening looks; gestures, or actions; rumors; false accusations; hazing, social isolation, and cyber-bullying.

BULLYING IS:

- Intent to do harm
- Repeated over time
- Imbalance of power

SCOPE

This policy covers conduct that takes place in the school, on school property, at school-sponsored functions and activities, on school buses or vehicles, and at bus stops. This policy also pertains to usage of electronic technology and electronic communication that occurs in the school, on or off school property (if there is a substantial disruption at school), at school-sponsored functions and activities, on school buses or vehicles, at bus stops, and on school computers, networks, forums, and mailing lists.

PREVENTATIVE MEASURES

1. Student Instruction/Awareness

Bullying will not be tolerated and all acts of bullying are prohibited. Students will do the following to ensure that all acts of bullying never occur at Sutter Middle School:

Student Rules about Bullying

- We will not bully others
- We will try to help others who are bullied
- We will include students who are left out
- If we know someone that is being bullied, we will promptly tell an adult at school and at home

2. Staff Awareness/Action

Staff at Sutter Middle School will engage in the following activities and actions in order to prevent bullying and maintain a safe environment for students:

- Closely supervise students in all areas of the school.
- Monitor for signs of bullying
- Address bullying when it happens
- Model appropriate behavior for students
- Additionally, the school will follow all SCUSD regulations and Education Code guidelines in order to prevent bullying. Sutter Middle School will raise bullying awareness and create opportunities for response training to bullying for staff.

3. Student/Parent Action

Sutter Middle School encourages students and parents who become aware of an act of bullying to immediately report the incident(s) to a school administrator for further investigation. Students who retaliate against those who report bullying may also be subject to investigation and disciplinary action.

4. Reporting Requirements

- Staff, students, parents and others are required to report bullying
- The Report of Suspected Bullying Form (located online or in the office) will be completed to document bullying behavior when bullying is observed or reported by students, parents or others
- The completed form is immediately given to the designated site administrator
- The designated site administrator investigates the allegations

ANONYMOUS REPORTING

- The district is utilizing the WeTip Bullying Report Hotline (1-855-86-BULLY)
- WeTip should be publically posted and all staff, parents, and students should be notified annually
- WeTip will contact the district's bullying prevention specialist, who will send it to the site administrator

RESPONSE PROCEDURES

- Designated site administrator will investigate all reports of bullying and determine if bullying occurred
- If the report meets the SCUSD's definition for bullying, the administrator will:
 - Create a written student safety plan for the targeted student
 - Create a written student action plan for the student who engaged in bullying behavior
 - Contact the parents/guardians of the students involved
- The safety and action plan are placed in the student's cum and a copy of all the paperwork gets sent to the bullying prevention specialist.

INTERVENTIONS/CONSEQUENCES:

Acts of bullying will be investigated by the site administration at Sutter Middle School in an efficient and timely manner. Consequences may include but are not limited to the following:

- Loss of privilege
- Parent conference
- Counseling
- Suspension
- Expulsion
- Referral to local law enforcement agency

Sacramento City USD

Guidelines for Textbooks

1. Textbooks are provided for use by students and remain the property of the Sacramento City Unified School District. Students are responsible for returning textbooks checked out in their name in good condition, with no more wear and tear than usually results from normal use. (SCUSD BP 6161.2)
2. Each student is responsible for all textbooks checked out under his/her name and is subject to fines if books are lost or damaged. Students or parents/guardians are responsible for the current replacement cost of the materials. (SCUSD BP 6161.2 and CA Education Code 48904)
3. Payment can be made by cashier's check, money order or cash. Checks for lost or severely damaged books are made out to Sacramento City Unified School District. If the book(s) are later found (within 9 months) and returned, a refund check will be issued by the district. A receipt must be presented in order to receive a refund.
4. Fines may be waived in instances of unusual circumstances at the discretion of the principal, his/her designee or the district. Or, students may complete service hours in lieu of cash payment for damaged or lost textbooks.
5. When materials are damaged but still usable the student will be charged as follows:

Damages	Cost
Torn pages, ink or pencil marks	\$1.00 per page
Damaged cover	25% of the cost of the book
Damages that prevent re-issuing books (including mold or mildew or obscenities – drawn or written)	Full cost of the book
Missing bar codes	\$5.00

6. All textbooks must be returned by students at the end of every school year. If not, the district may withhold the student's grades, diploma, and transcripts until restitution is made or an agreement is reached with the site administration. (CA Education Code 48904). The student may also be denied participation in school privileges or commencement activities. (SCUSD BP 6161.2)

SCUSD Library Textbook Services
March 2012